

Summer School Checklist

Activity	Responsible Party	Completed
Prior to school starting		
* create new year	HQ staff	
* create correct number of days/periods	HQ staff	
* move teachers to summer school	HQ staff	
* upload summerschoolid for students	HQ staff	
* transfer kids to summer school	HQ staff	
set up bell schedule	Admin	
set up calendar days	Admin	
verify att codes	HQ staff	
verify att code categories	HQ staff	
verify att conversions	HQ staff	
verify FTE setup	HQ staff	
* set up final grade setup	HQ staff	
* set up current grade display	HQ staff	
set course catalog	Admin	
create sections	Admin	
enroll kids in sections	Admin	
enroll kids in sections	Admin	
During school		
Transfer late enrolling kids to summer school	Admin	
Transfer kids out of school if they drop class(es)	Admin	
Verify attendance taken daily	Admin	
Call teachers who have not taken attendance	Admin	
Run ADA/ADM reports to verify attendance correct	Admin	
After end of term		
Store grades	Admin	
* Transfer kids back to regular school	HQ staff	
* Transfer stored grades	HQ staff	
* Assign teacher back to regular schools	HQ staff	

* cannot be done until information received from School/Admin